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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 22 May 1958

FROM : C/Junior Officer Training Program/TR

Document No. 024

SUBJECT: Weekly Activity Report #20
14-20 May 1958

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

A. SIGNIFICANT ITEM

Date: 13 March 1978

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1. On 16 and 17 May, those chiefly concerned with the development of the new JOT Formal Training Program met at [] with DTR and DDTR to formulate a statement of objectives of the Program, to be briefed upon, examine the content of, and arrange the order of courses to be given in connection with this Program. It was gratifying to observe the care and interest with which each school had undertaken this task to come up with a coordinated curriculum appropriate to the general development of the JOT in preparation for his career with the Agency.

B. NORMAL ACTIVITIES

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1. There have been discussions [] on how best to give JOT's who will be coming on board in the course of the next six weeks meaningful language training. We plan to provide him with a requirement that will be aimed at taking care of the fairly large group who will enter on duty as previously arranged during the end of June and the first week of July. For those scattered individuals who must be cared for during the intervening period, it seems most feasible to provide other types of interim assignment. In order that this latter group may have some feeling of "belonging", it has been agreed with [] that they will get the first two weeks of IOC beginning 19 May and perhaps that course beginning 16 June. It is felt that even though they may retain the substance of the first week of the "New Program", this orientation early in their careers will serve to bolster morale.

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2. C/JOTP attended the weekly meeting with D/Pers to discuss JOT's who have been transferred to substantive divisions.

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3. In the course of Fiscal Year 1958, permanent reassignments of JOT's to substantive divisions have been effected as follows:

	<u>DDP</u>	<u>DDI</u>	<u>DDS</u>
1 July to 31 December 1957	23	5	*
1 January to Present	24	-	-
Now in process	8	1	-
To be initiated before 30 June 1958	<u>2</u>	<u>-</u>	<u>2</u>
Total	57	6	2

* Two of those assigned to the DDP have had DDS training and are occupying administrative slots.

4. Pseudo files for the identification of the increasing number of JOT's who come in this category have been established in this office.

5. [] has begun CE Operations Course.

6. [] have entered IOC (first half).

7. Candidate [] was given the pre-employment polygraph and briefed by C/JOTP.

8. [] entered on duty.

9. Interviews were held with ten JOT's.

10. Eleven candidates were interviewed for the external phase of the Program.

11. Of the six new files received, three were rejected; one is being held in suspense for test results and interviews; and two are being evaluated in JOTP.

12. Temporary Action: []

13. Cancellation: []

C. PERSONNEL NOTES

1. [] has announced her engagement, to be married next June. She plans to continue in OCI until September when she and her husband, who is now employed in OIR, []

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